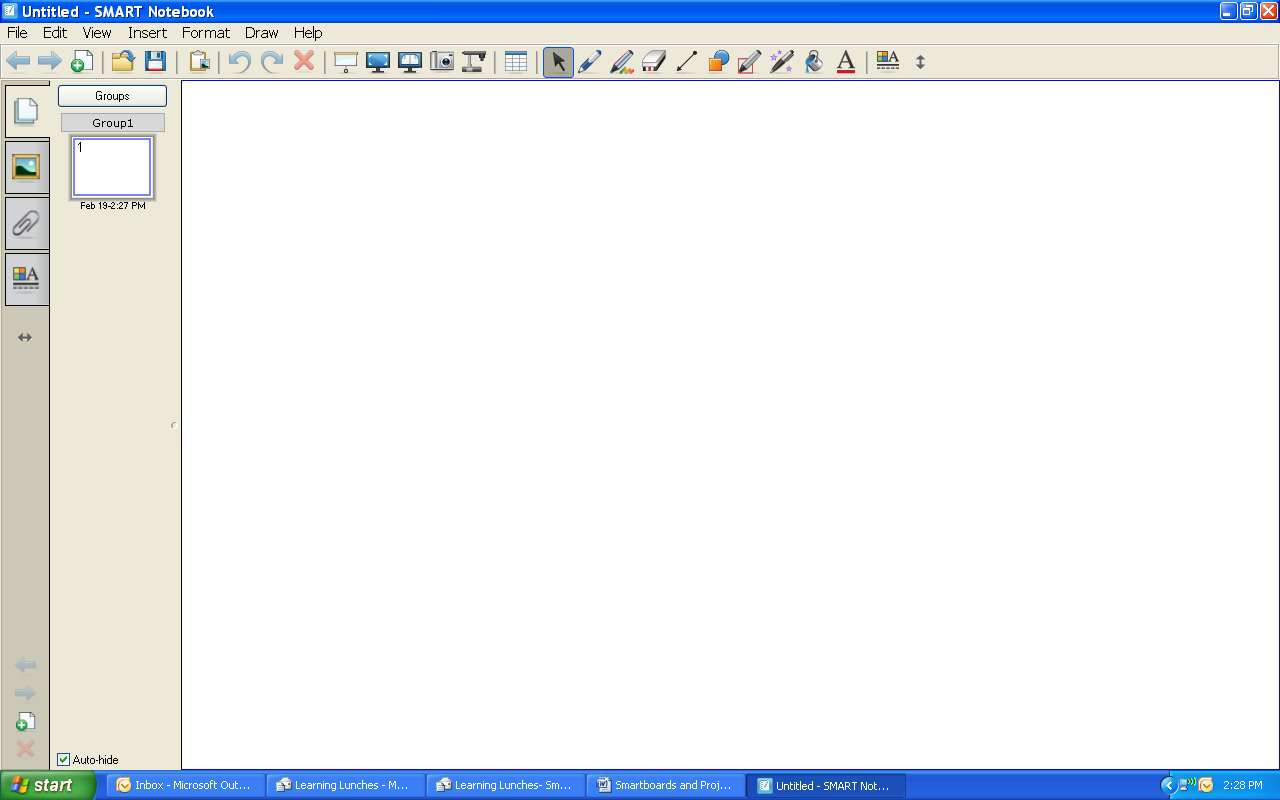
Smartboards and Projectors

**Care:**

1. Projector is turned on using the remote. It should automatically show whatever is on your desktop screen.
   1. BE SURE NOT TO SHOW EMAILS ON BOARD
   2. PREVIEW ALL SITES BEFORE GOING TO THEM
   3. The remote has a “Blank” button that will turn the screen black so that the students won’t see what you are doing. You can then turn the computer screen back on again by pushing the “Blank” button again.
2. The pens are not magical. Whatever pen color tray is empty is the color that will write on the board. You can write with your finger! If you lose the pens, just cover the “eye” with a pencil, dowel rod, etc.
3. Do not write on the board with dry erase markers.
4. Can be cleaned with a damp cloth.
5. Notebook is the interactive program that comes with the board.

**Notebook:**

1. Similar to PowerPoint, except it is interactive during presentation.
2. Can import any files or clipart. Use paperclip on side.
3. Can click and drag any of the supplied graphics and interactives onto screen. Click on the picture on side, choose gallery. Clicking the + sign opens up a folder. Clicking the – sign closes it.
4. \*\*Anytime you want to do something to a picture or text, make sure you have the pointer chosen!!!!!
5. With the pointer chosen, you can click on the circle on the bottom corner and drag objects and text bigger and smaller.
6. To add text, click on the “A” on the horizontal tool bar. Click anywhere on the screen and begin typing.
7. \*\*\*If you hit enter after you type a word, all words will be joined together, and move together. If you type, click somewhere else on the screen, type, repeat, all words will be independent of each other.



D

C

B

A

E

F

G H I J K L M N O P Q

**A** Add new Page

**B** Save

**C** Undo

**D** Delete

**E** Shade, cover and reveal

**F** Add Table

**\*\*G Pointer\*\***

**H** Pen Color

**I** Funky Pen Colors

**J** Eraser – Change Widths

**K** Draw Line

**L** Add Shapes

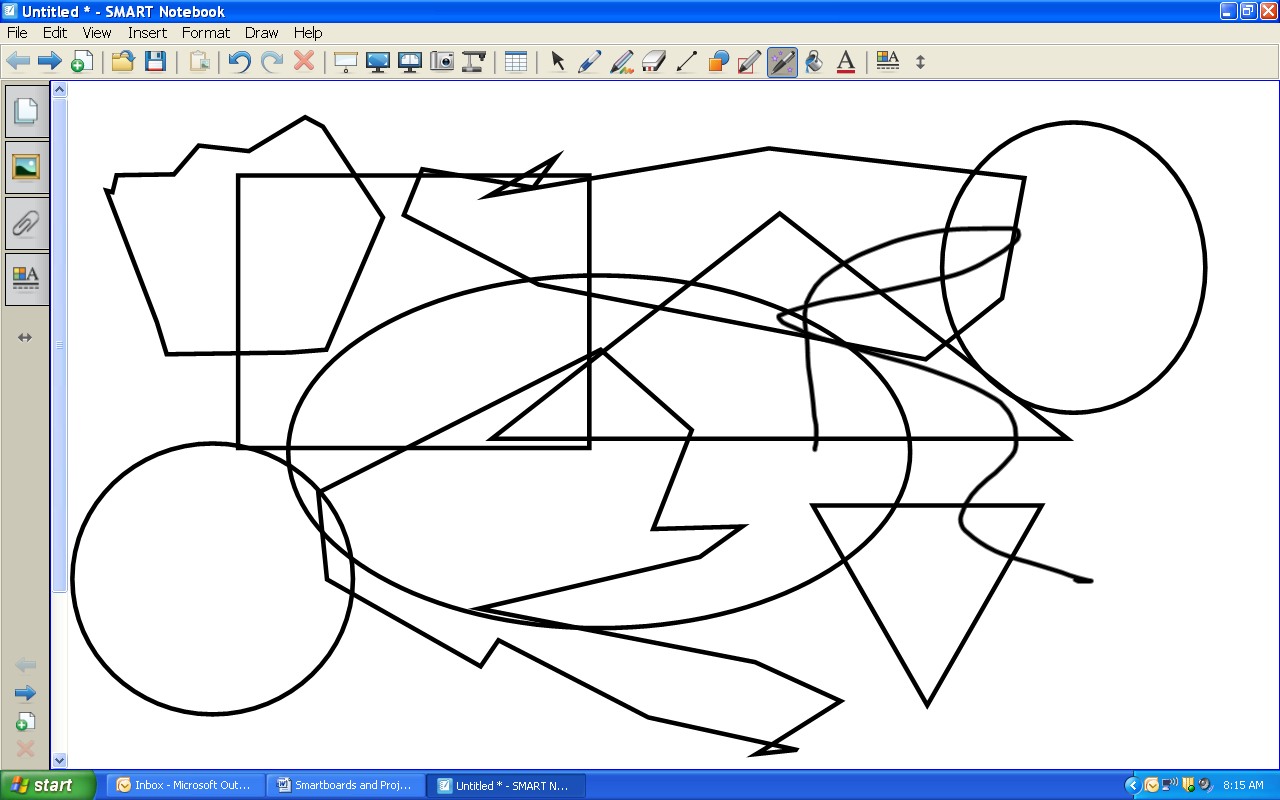
**M** Draw Shape Tool

**N** Disappearing Ink

**O** Paint Can–Fill Shapes w/Color

**P** Add Text Box

**Q** Change font, pen size, color, etc



Move Bar to other side

Delete

Add a new page

Page Forward and Backward

Change Font, Size, Color, Line Size, Etc

Insert Files and Pictures from your files

Clip Art Gallery/ Interactive Gallery  
Interactive Gallery

View Pages in File